Job Title - HR Executive

 Location(s) : Grugram, Noida        Job Experience : 0.5 - 2Years       Salary : 1.5 - 2.5Lakhs

Job Description

Operational

1. Talent Acquisition
2. Employee Life Cycle Management
3. On-boarding of candidates
4. Payroll management
5. Comfortable for travelling in different locations for job drives.
6. Maintains, Updates and Shares periodical dashboard & HRMIS reports as per requirement

Financial

• Ensure adherence to Business Acquisition & HR Ops budgets • Ensure adherence to policies and processes